

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: April 22, 2003

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Report on the Status of Field Trips and Foreign Travel

ORIGINATOR: Christine Johns, Deputy Superintendent

RESOURCE PERSON(S): Phyllis Bailey, Executive Director, Special Programs, PreK-12
Danea Farley, Specialist, Office of World Languages

INFORMATION**History**

On November 6, 2001 the Board of Education approved a ban on foreign travel for School Year 2001-2002. This ban remained in effect until September 9, 2002, when the ban on foreign travel was rescinded. This decision was reached based on safety precautions put in place by the travel industry as well as the procedures which were incorporated into Policy and Rule 6104, Field Trip and Foreign Travel. Policy 6104 was adopted by the Board of Education on October 10, 2002. Rule 6104 was provided for information.

In response to a request by the Superintendent, after review of existing approved and scheduled foreign travel, principals whose schools were planning foreign travel were asked to ensure that cancellation and refund policies had been discussed with parents/guardians and students. In light of heightened domestic security concerns, on March 19, 2003, Baltimore County Public Schools canceled all out-of-state field trips through April 4. On March 27, 2003, as a result of the outbreak of hostilities in Iraq, all out-of-state and foreign field trips were canceled until further notice. All approved in-state day/extended day and in-state overnight field trips were allowed to continue as planned.

Current Position and Rationale

On April 1, 2003, a position was established that all approved in-state day/extended day, and in-state overnight field trips would continue as planned. The ban on foreign field trips was continued. Only approved out-of-state field trips to the neighboring states of Pennsylvania, Delaware, West Virginia, and Virginia were allowed. Field trips to Philadelphia and District of Columbia were not permitted. All other out-of-state field trips were canceled until further notice. The Superintendent's Bulletin of April 1, 2003 stated that only field trips following the procedures outlined in Board Policy and Superintendent's Rule 6104, Field Trip and Foreign Travel were considered approved.

The rationale for this position was that the proximity of the neighboring states was such that students could return to Baltimore County in a timely manner. Moreover, travel to these states would not necessitate the use of air travel. The excluded metropolitan areas were considered to be high security.

Status of the Out-of-State Day/Extended Day, Overnight, and Foreign Travel

Schools are currently adhering to the provisions of the April 1, 2003 position statement. In several cases, schools have canceled the scheduled field trips or adjusted the destination in order to comply with the provisions as well as meet the original intent of the planned field trip. Prior to the Baltimore County Public Schools' ban on foreign travel, several schools, on their own initiative and with parental input, decided to cancel their planned trips. Subsequent to the ban on foreign travel, depending on the departure date, schools have either adhered to the ban by canceling or are waiting for further developments. One travel group from Ridgely Middle School, after a meeting with the parents involved, has decided to go forward with plans. This travel group has severed affiliation with Baltimore County Public Schools and is aware that the trip is not longer approved by the Baltimore County Public Schools and that the school system disclaims any liability or responsibility for the trip. For details regarding the status of specific field trips, refer to Appendix I, Status of Day/Extended Day, Out-of-State and Overnight Field Trips and Appendix II, Status of Foreign Field Trips.

Travel Warnings

The Executive Director of Special Programs, PreK-12 is continuing to monitor US Department of State Public Announcements regarding travel and health conditions. In addition, other pertinent warnings such as those issued by Japan's Foreign Ministry are reviewed. Of particular interest are the health warnings regarding travel to Canada and Japan, in light of originally planned foreign travel to those countries. For examples of warnings, refer to Appendix III, US Department of State Travel Warnings and Public Announcements.

Proposed Cancellation Safeguards

In consultation with Carol Saffran-Brinks, Assistant County Attorney, the Law Office, advice to principals regarding field trip cancellation safeguards and a cancellation notification form directed to vendors/service providers have been prepared. Refer to Appendix IV, Field Trip and Foreign Travel Cancellation Documents.

Status of Other School Systems

Field trip positions in Maryland school systems represent a variety of approaches. These include direct alignment with the Federal Homeland Security alert status, banning of all out-of-state field trips, exclusion of specific metropolitan areas, identification of a mileage limit, individual review of field trips, and cancellation of **all** field trips. Similar to the Baltimore County Public Schools, other Maryland school systems have established positions that are being altered as conditions warrant. These positions as of April 7, 2003 are detailed in Appendix V, Status: Other School Systems. The updated status of other school systems will be provided on April 22, 2003.

Appendix I -	Status of Day/Extended Day, Out-of-State, and Overnight Field Trips
Appendix II -	Status of Foreign Field Trips
Appendix III -	US Department of State Travel Warnings and Public Announcements
Appendix IV -	Field Trip and Foreign Travel Cancellation Documents
Appendix V -	Status: Other School Systems

STATUS OF OUT-OF-STATE DAY/EXTENDED DAY, AND OVERNIGHT FIELD TRIPS AS OF 4.4.03			
Dulaney High	April 2-4, 2003	Ocean City MD	APPROVED
Hereford Middle	April 2-4, 2003	Ocean City MD	APPROVED
Kenwood High	April 2-7, 2003	Orlando, Florida	CANCELLED BY SCHOOL
Parkville High	April 2-7, 2003	Williamsburg VA	APPROVED
Carver Center	April 4-6, 2003	Richmond, VA	APPROVED
Dulaney High	April 4-6, 2003	Richmond, VA	APPROVED
Owings Mills High	April 4-6, 2003	Richmond, VA	APPROVED
Towson High	April 4-6, 2003	Richmond, VA	APPROVED
Perry Hall Middle	April 7, 2003	Gettysburg PA	APPROVED
Carver Center	April 8, 2003	Washington DC	BANNED
Loch Raven High	April 8, 2003	Washington DC	BANNED
Middleborough Elem	April 9, 2003	Chads Ford, PA	APPROVED
Villa Cresta Elem	April 9-11, 2003	Camp Ramblewood	APPROVED
Westowne Elem	April 10, 2003	Nottingham PA	APPROVED
Cockeysville Middle	April 12-15, 2003	Orlando, Florida	CANCELLED BY SCHOOL
Patapsco High	April 12, 2003	Allentown, PA	APPROVED
Patapsco High	April 13-16, 2003	New Orleans, LA	CANCELLED
Patapsco High	April 12, 2003	Allentown PA	APPROVED
Warren Elem	April 23, 2003	Nottingham, PA	APPROVED
Patapsco High	April 24-27, 2003	VA Beach	APPROVED
Dundalk High	April 25-30, 2003	Orlando, Florida	BANNED
Prettyboy Elem	April 25, 2003	Hershey Park PA	APPROVED
Perry Hall High	April 27-29, 3002	Annapolis	APPROVED
Hereford Middle	April 28, 2003	Washington DC	BANNED
Parkville High	April 28-May 2, 2003	Parris Island, SC	BANNED
Warren Elem	April 28, 2003	Nottingham, PA	APPROVED
Carver Center	April 29, 2003	Washington DC	BANNED
Loch Raven High	April 29, 2003	Washington DC	BANNED
Pot Spring El	May 1, 2003	Philadelphia	BANNED
Hereford High	May 2, 2003	Washington DC	BANNED
Patapsco High	May 2-3, 2003	Wildwood NJ	BANNED
Arbutus Elem	May 2, 2003	Nottingham, PA	APPROVED
Cockeysville Middle	May 3, 2003	Kings Dominion VA	APPROVED
Essex Elem	May 5-6, 2003	Days Cove	APPROVED
Dumbarton Middle	May 6, 2003	Gettysburg PA	APPROVED
Lansdowne High	May 8-9, 2003	Boston	BANNED
Sudbrook Magnet	May 9, 2003	Hershey Park PA	APPROVED
Mars Estates Elem	May 15, 2003	Nottingham, PA	APPROVED
Rodgers Forge	May 15, 2003	Hershey Park PA	APPROVED
Sparrows Pt Mid	May 16, 2003	Hershey Park, PA	APPROVED
Franklin Middle	May 16, 2003	Jackson, NJ	BANNED
Gen Stricker Middle	May 17, 2003	Hershey Park, PA	APPROVED

Hereford Middle	May 17, 2003	Hershey Park PA	APPROVED
Ridgely Middle	May 17, 2003	Hershey Park PA	APPROVED
Cromwell Valley Elem	May 20-23, 2003	Camp Wo-Me-To	APPROVED
Riderwood El	May 20, 2003	Washington DC	BANNED
Hereford Middle	May 21, 2003	Longwood Gardens PA	APPROVED
Old Court Middle	May 22-23, 2003	New York City	BANNED
Padonia International	May 22, 2003	Philadelphia	BANNED
Pleasant Plains Elem	May 22, 2003	Philadelphia	BANNED
Rodgers Forge	May 22, 2003	Hershey Park PA	APPROVED
Cockeysville Middle	May 23, 2003	Hershey Park PA	APPROVED
Deep Creek Elem	May 23, 2003	Washington DC	BANNED
Southwest Academy	May 24, 2003	Allentown, PA	APPROVED
Warren Elem	May 30, 2003	Wilmington DE	APPROVED
Ridgely Middle	May 31 - June 2, 2003	Williamsburg VA	APPROVED
Catonsville Middle	May 31, 2002	Hershey Park, PA	APPROVED
Lutherville Lab	June 3, 2003	Williamsburg VA	APPROVED
Carney Elementary	June 4, 2003	Philadelphia	BANNED
Pot Spring El	June 5, 2003	Nottingham, PA	APPROVED
5th District	June 6, 2003	Washington DC	BANNED
Timonium Elem	June 6, 2003	Mt. Vernon VA	APPROVED
Villa Cresta Elem	June 12, 2003	Philadelphia	BANNED

STATUS OF FOREIGN FIELD TRIPS AS OF 4.4.03			
School	Dates of Trip	Destination	Status
Dulaney High	April 11-22, 2003	France	CANCELLED BY SCHOOL
Ridgely Middle	April 11-22, 2003	England, Wales, Iceland	BANNED
Hereford High	April 24-27, 2003	Toronto, Ontario, Canada	BANNED - Travel Warning
Wellwood Intn't	May 21, 2003	Canada	BANNED - Travel Warning
Owings Mills High	June 12-27-2003	Japan	BANNED
Sudbrook Magnet	June 19-July 4, 2003	Japan	BANNED
Loch Raven Academy	June 23-July 1, 2003	Paris and Madrid	BANNED
Western Tech	June 23-July 2, 2003	France	BANNED
Cockeysville Middle	June 23 - July 2, 2003	France and Spain	CANCELLED BY SCHOOL
Dundalk High	June 25 - July 2, 2003	Mexico	CANCELLED BY SCHOOL
Lansdowne High/Catonsville High	June 25 - July 2, 2003	Canada	BANNED - Travel Warning
Sudbrook Magnet	June 26 - July 18, 2003	Spain	BANNED
Loch Raven High	June 30-July 11, 2003	Spain and France	CANCELLED BY SCHOOL
Parkville High	July 1-9, 2003	Paris, France	BANNED
Parkville Middle	July 14-23, 2003	Spain	CANCELLED BY SCHOOL
Carver Center	July 21-31, 2003	Mexico	BANNED
Hereford High	July 20 - August 2, 2003	Ireland & United Kingdom	CANCELLED BY SCHOOL

U.S. Department of State Travel Warnings and Public Announcements

PUBLIC ANNOUNCEMENT
U.S. DEPARTMENT OF STATE
Office of the Spokesman

Canada

March 28, 2003

This Public Announcement is being issued to alert U.S. citizens to the declaration of a Provincial health emergency in Ontario, Canada. This Announcement expires on June 26, 2003.

On March 26, the Government of Ontario declared Severe Acute Respiratory Syndrome (SARS) to be a provincial emergency. The declaration follows the deaths of three individuals from SARS and the apparent manifestations of the disease in more than 50 individuals across the province. Canada is attempting to limit the spread of the outbreak by screening all passengers at airports for SARS symptoms. Health Canada sent staff to Pearson and Vancouver International Airports to help monitor passengers arriving on direct flights from affected areas for flu-like symptoms and to assist those who appear to be ill. Two major hospitals have been closed or restricted in the past 24-48 hours; other hospitals may also be affected. Ontario hospitals are operating under severe measures such as limiting access, restricting patient transfers between hospitals and requesting that those at risk of developing SARS place themselves under voluntary quarantine in their homes.

Detailed information on SARS is available from the [Centers for Disease Control](http://www.cdc.gov), <http://www.cdc.gov> and the [World Health Organization](http://www.who.int) <http://www.who.int>. A Fact Sheet for American citizens traveling abroad based on information from those websites is also available at the website of the Department of State's Bureau of Consular Affairs, <http://travel.state.gov/>. Information from [Health Canada](http://www.hc-sc.gc.ca) is available at <http://www.hc-sc.gc.ca>. For further information on travel to Canada, please consult the Department of State's [Consular Information Sheet](http://travel.state.gov/), available on the Bureau of Consular Affairs home page at <http://travel.state.gov/>. The U.S. Embassy is located in Ottawa, Canada at 490 Sussex Drive, Ottawa, Ontario K1N 1G8, telephone (613)238-5335; [website](http://usembassy.state.gov/canada) at <http://usembassy.state.gov/canada>.

Department of State travel information and publications are available at Internet address: <http://travel.state.gov>. U.S. travelers may hear recorded information by calling the Department of State in Washington, D.C. at 202-647-5225 from their touchtone telephone, or receive information by automated telefax by dialing 202-647-3000 from their fax machine.

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Charles County Public Schools is proactive in the area of emergency preparedness. Each school and building, as well as the system as a whole, has an emergency plan that deals with different situations and emergency management. Our plans have been developed with the input of numerous local emergency groups including the Sheriff's Office, Maryland State Police, Health Department and the County's Office of Emergency Preparedness. All plans are designed to protect students and staff while they are at school or work. We also work with the local Red Cross to provide resources, such as buildings when sheltering is needed.

Plans are regularly updated and reviewed. The plans include procedures to respond to the different codes issued by the federal government, such as codes yellow, orange and red, as well as fire, tornado and other potential emergencies. School system personnel and students practice emergency drills regularly. ([Click here for the color codes action plan.](#))

What we do in an emergency depends on the situation and the specifics of the incident. In the event of an emergency, Charles County Public Schools receives direct input from public safety officials. Depending on the threat, we might evacuate schools, lock down or initiate a shelter-in-place. The main objective is protection of students and staff members. School system personnel are trained in emergency response, and several key staff members have received additional security threat training.

The following information for parents describes our school system's safety and support responses. If parents have particular concerns, they should contact the school principal.

- **Where To Look For Information**

Charles County Public Schools has a number of different ways to get the message to parents. General information is placed on the system's 24-hour information line, which is updated immediately in the event of an emergency, school cancellations, delayed openings and early closings. The numbers are 301-934-7410 or 301-932-6656. That information is also posted with schoolsout.com, a free service that notifies parents via e-mail of any cancellations, delays or closings. To sign up for this free service, visit <http://www.schools-out.com/>. Click on Maryland and then Charles County for the latest information and to sign up for e-mails.

Additionally, Charles County Public Schools works with six television stations and 18 radio stations that assist in getting emergency information to the public. Those stations are listed on page 12 of the Parent Handbook/Calendar, which was distributed to every student the first week of school or upon enrollment. Radio stations that air Charles County Public Schools emergency information are: WAMU – 88.5 FM; WARW – 94.7 FM; WAVA – 101.5 FM/1230 AM; WBAL – 1090 AM; WBIG – 100.3 FM; WETA – 91 FM; WGRQ – 95.9 FM; WKIK – 1560 AM/102.9 FM; WMAL – 630 AM; WMDM – 97.7 FM; WMZQ – 98.7 FM; WPGC – 1580 AM/95.5 FM; WPTX – 1690 AM; WRQX/MIX – 107.3 FM; WSMD Star – 98.3 FM; WTOP – 820 AM/1500 AM/107.7 FM; WWDC – 1260 AM/DC 101 FM; and WWZZ – 104.1 FM. Television stations that list Charles County information are: WJLA – Channel 7; WRC – Channel 4; WTTG – Channel 5; News Channel 8; WUSA – Channel 9; WBAL – Channel 11; and Cable Channel 15 – Jones Communications

Parents are encouraged to listen to the radio, watch television or call the information line for the latest messages from Charles County Public Schools. Parents should not call their child's school. The individual schools need to keep their lines open for communication with emergency responders.

Ensuring that parents and the community have timely information about the school system is the responsibility of the Office of Communications and Media Relations. The office is responsible for the broadcast of all Charles County Public Schools emergency messages. For more information, contact Katie O'Malley-Simpson, coordinator of communications, at komalley@ccboe.com.

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- **Professionals Provide Crisis Intervention**

Crisis response teams provide care and support for students and staff affected by a crisis or an emergency. School psychologists, school nurses, counselors and pupil personnel workers staff these teams. For more information contact Keith Grier, director of student services, mailto:kgrier@ccboe.com

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- **Heightened Security**

Parents may hear the term “heightened security” as federal code levels change from yellow to orange to possibly red. Each school has developed a crisis preparedness plan that outlines the steps to take in the event of emergency. Plans include contact information, communications and evacuation plans. While the school system has security plans in effect every day at all schools, different situations call for heightened security levels. These include additional security checks, more stringent guidelines for where and when field trips and activities may occur, and additional supervision during class changes, especially for students moving to and from mobile classrooms.

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- **School Emergency Plans**

School emergency plans vary from school to school based on their location and facility. Responses also vary depending on the situation, and plans are flexible to allow schools to respond based on the emergency. There are general components of each plan, which make up the essence of the crisis management teams’ responses. All plans identify a crisis management team composed of school and central office staff, who have been trained in handling emergencies. There are procedures for evacuation, shelter-in-place, lockdown and heightened security. Every school and school system center has information about designated evacuations sites, checklists for dealing with certain types of incidents and resources for before, during and after an event. All school plans have been reviewed since the beginning of this school year. We do not release specific plans for security reasons, but if parents have a concern, they can call their child’s principal.

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- **Shelter-In-Place**

Shelter-in-place is a temporary solution to a short-term problem. It is not the school system’s intention to detain children any longer than necessary. However, the public health or safety officials may direct the schools to shelter students. Shelter-in-place is an effort to isolate students and staff from danger. Staff is responsible for accounting for students. In the event of a chemical emergency, for example, we would bring all students and staff inside the main building and close and secure all windows and doors. All heating, ventilation and air conditioning systems would be turned off. Crisis teams and schools have plans and the materials available to bring children to interior spaces, lock and seal doors to the exterior and monitor radio, television and e-mail for instructions. Buildings will be secured so that no unauthorized persons leave or enter. Parents are permitted to access the building and their children once the school system is notified by safety and health personnel that it is safe to do so.

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- **Medications**

Parents should make sure that schools have at least two days’ worth of medications needed. Parents of students with medical needs that are not known to the school, such as daily medicine or other medical conditions that are administered or treated outside school hours, should contact the school nurse, who can provide additional information and help. All medical information is kept confidential.

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- **Emergency Cards**

Parents should make sure that information on emergency cards is correct. If home or office phone numbers have changed since the beginning of the school year, parents should notify the school. These cards are used to contact parents in an emergency. Additionally, only people listed on the emergency card are allowed to pick up children from school.

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- **Code Orange, Code Red**

Charles County Public Schools monitors all federal codes and acts accordingly. We try to maintain as normal a school day as possible in all situations; however, we are prepared to respond to emergencies. As the federal color code rises, we increase the level of security at our schools by checking the parking lots and areas in and around the schools more frequently. School officials review any necessary revision to school schedules or activities, including field trips. Additionally, the level of direct supervision of students moving between outside classrooms and the main school building, as well as student activities outside the building (recess, bus loading, etc.), is increased. ([Click here for the color codes action plan.](#))

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- **Mobile Classrooms**

Throughout Charles County, some students attend class in trailers located outside of the main building. In the event of a weather-related emergency or attack, particularly one involving contaminated air, everyone would be sheltered in the main building.

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- **In the Event of War**

The school system does not anticipate a dramatic change in the daily schedule in the event of war. Any action taken by Charles County Public Schools depends on the specifics of the situation and would be coordinated with local safety and health officials. The safety of students and staff members will remain our top priority.

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- **Food and Water**

All schools have enough food and water to sustain the students and staff for at least two days. The school system does not anticipate housing

children for a long period of time.

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- **Field Trips**

Charles County Public Schools has maintained a prohibition on international field trips since September 11, 2001. The school system prohibited these trips due to increased safety and security concerns regarding international travel as well as the uncertainty of the world situation. The system does not want to place students and parents in the position of paying large, non-refundable deposits on international trips that can be cancelled at any time depending on the current events at the time of the scheduled trips. All other field trips are reviewed regularly. When the federal threat assessment is a green, blue or yellow, schools make the determination as to which trips are allowed. When the threat assessment rises to code orange or red, the school system reviews all trips and may place restrictions on trips. Trips could be limited to certain areas or canceled. All allowed field trips are conducted with appropriate safety and security precautions. Parents should be aware that circumstances might disrupt or cancel travel plans. Charles County Public Schools retains the right to cancel any field trip for safety reasons and is not responsible for any financial obligations parents may have.

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- **How Parents Can Help**

DO . . .

- Make sure emergency card information is correct.
- Let children know that if a crisis occurs while they are in school, their teacher will provide them with appropriate instructions.
- Tune in to the radio or television. Communication through the media, the school system information line and the web site will let parents know the place and time that they can be reunited with their children.
- Keep alert to activity around the schools and on school grounds. Report any suspicious activities.
- Keep the school nurse informed of a child's medical condition and provide emergency medical supplies and medication.

DON'T . . .

- Rush to the school or call the individual schools in emergency situations. Parents will be kept informed through the system information line, schoolsout.com, and television and radio stations.
- Send neighbors or others not on the emergency card to pick up children.

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- **Helpful Links:**

<http://www.nasponline.org/NEAT/tragicevents.html>

http://www.nasponline.org/NEAT/children_war_general.html

<http://www.nasponline.org/NEAT/parentscalled.html>

PUBLIC ANNOUNCEMENT
U.S. DEPARTMENT OF STATE
Office of the Spokesman

This information is current as of today, Tue Apr 08 16:16:28 2003.

SEVERE ACUTE RESPIRATORY SYNDROME (SARS) IN ASIA

March 28, 2003

This Public Announcement is being issued to alert Americans that the Centers for Disease Control (CDC) has issued a travel advisory and health alert notices, which are being distributed at ports of entry to people returning from the three SARS-affected regions. CDC advises that people planning elective or nonessential travel to mainland China and Hong Kong; Singapore; and Hanoi, Vietnam, may wish to postpone their trips until further notice. This Public Announcement expires on June 26, 2003.

The Centers for Disease Control (CDC) and the World Health Organization (WHO) are tracking SARS's origin and method of transmission as well as determining how its spread can be contained. In light of the continually evolving nature of the geographic spread of SARS, American citizens should regularly consult the [CDC website](http://www.cdc.gov/) and the [WHO website](http://www.who.int/) for updates.

American citizens currently in or planning to travel to SARS-affected areas of Asia should consult the [Department of State's Fact Sheet on SARS](#), Public Announcements, Travel Warnings, and Consular Information Sheets for China, Hong Kong, Singapore, and Vietnam, all of which are available at the Consular Affairs Internet web site at <http://travel.state.gov/>. American citizens may also contact the Department of State toll-free at 1-888-407-4747, or if calling from overseas, 317-472-2328, for SARS information.

Department of State travel information and publications are available at Internet address: <http://travel.state.gov>. U.S. travelers may hear recorded information by calling the Department of State in Washington, D.C. at 202-647-5225 from their touchtone telephone, or receive information by automated telefax by dialing 202-647-3000 from their fax machine.

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PUBLIC ANNOUNCEMENT
U.S. DEPARTMENT OF STATE
Office of the Spokesman

This information is current as of today, Tue Apr 08 16:16:47 2003.

WORLDWIDE CAUTION

March 19, 2003

This Public Announcement is being updated to alert Americans to an increased potential for anti-American violence, including terrorist actions against U.S. citizens, as a result of the military action in Iraq. The U.S. Government remains deeply concerned about the security of Americans overseas. American citizens are reminded that it is more important than ever to maintain a high level of vigilance and to take appropriate steps to increase their security awareness. This Worldwide Caution supersedes that issued on February 6, 2003 and expires on July 20, 2003. As a result of military action in Iraq, there is a potential for retaliatory actions to be taken against U.S. citizens and interests throughout the world. Public demonstrations carry the potential for precipitating violence directed at American citizens, symbols associated with the United States or other U.S. and western interests.

The threat to U.S. citizens includes the risk of attacks by terrorist groups. Terrorist actions may include, but are not limited to, suicide operations, bombings or kidnappings. Possible threats include conventional weapons such as explosive devices or non-conventional weapons, including chemical or biological agents. Terrorists do not distinguish between official and civilian targets. These may include facilities where Americans and other foreigners congregate or visit, such as residential areas, clubs, restaurants, places of worship, schools, hotels, outdoor recreation events or resorts and beaches. U.S. citizens should increase their security awareness at such locations, avoid them, or switch to other locations where Americans in large numbers generally do not congregate.

U.S. Government facilities worldwide remain at a heightened state of alert and some have drawn down their dependents and/or personnel. These facilities may temporarily close or suspend public services from time to time for security reasons. In those instances, U.S. embassies and consulates will make every effort to provide emergency services to American citizens. Monitor the local news and maintain contact with the nearest American embassy or consulate.

As the Department continues to develop information on any potential security threats to Americans overseas, it shares credible threat information through its Consular Information Program documents, available on the Internet at <http://travel.state.gov/>. In addition to information on the Internet, U.S. travelers can get up-to-date information on security conditions by calling 1-888-407-4747 in the U.S. and outside the U.S. and Canada on a regular toll line at 1 317-472-2328.

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FIELD TRIP/FOREIGN TRAVEL CANCELLATION DOCUMENTS

TO: (Principal)
(School)

FROM: Phyllis Bailey

RE: Field Trip/Foreign Travel Cancellation Safeguards

At the Superintendent's directive, the schools field trip to _____

on _____ has been cancelled. In order to assist you in the process of canceling field trips, we have developed the following reminders.

- Have you notified all participants of the cancellation of the field trip/foreign travel?
- Have you obtained copies of all contract that the school or school personnel have entered into for the trip (if you do not have them on file)? Have you read pertinent terms relating to termination of the contract?
- Do you or does the trip planner/Sponsoring Teacher have *written* documentation of that cancellation of the trip or foreign travel for all service providers or vendors?
- Are there any unresolved refund or financial issues?

Please contact me at (2280) if you require assistance regarding the cancellation of field trips or foreign travel.

[PRINT ON SCHOOL LETTERHEAD]

[Date]

[Vendor]
[Street Address]
[City, State Zip]

RE: Field Trip/Foreign Travel Cancellation/Termination of Contract

Dear [Vendor]:

Please be advised that the Superintendent of Baltimore County Public Schools (“BCPS”) has determined that for security purposes, BCPS field trips which require travel outside a defined area must be cancelled. The above-referenced trip falls within the scope of that ban.

Accordingly, all contracts entered by on behalf of [School-Sponsoring teacher] are hereby terminated, effective immediately.

Because the Baltimore County Public Schools is no longer associated with this field trip, it disclaims responsibility and financial or legal liability for this trip. Please contact [Principal or Sponsoring Teacher] promptly to make all arrangements required as a result of this action.

Thank you for your anticipated cooperation in this matter.

Very truly yours,

[Principal]
[School]

STATUS: OTHER SCHOOL SYSTEMS		
COUNTY	Policy as of 3/2003	POLICY April 7, 2003
Anne Arundel County	<p>All field trips out of the county canceled until further notice.</p> <p>Administrators were concerned about not being able to predict a terrorist attack, and difficulty keeping track of students if one should occur</p> <p>Concern returning students back to their homes should a crisis develop and traffic snarled</p> <p>Ken Lawson, AA associate supt for instruction and student services, “ first responsibility to do whatever we can to keep kids safe.”</p> <p>Impacted trips from vacations in Scotland to overnight stays in Pa.</p> <p>From an AAPS memo:</p> <p>Field trips within continental US permitted except for Washington, DC or New York City. Field trips using airplanes or ocean vessels will not be permitted</p> <p>Directions concerning field trips will be reviewed weekly and updates provided to principals by Wed of each week.</p> <p>No field trip of any type that had not been scheduled and approved before Feb. 18, 2003 would be considered. No additional foreign field trips would be recommended to the Board for approval.</p> <p>No previously planned field trips to Baltimore City, Washington, DC, New York City or potential threats i.e. airports, public facilities, federal installations, etc. may proceed.</p>	<p>3/25/03</p> <p>All field trips reviewed on a weekly basis. No trips outside or continental US and Canada permitted. No ocean or air trips permitted. No trips to Washington, DC or New York City permitted.</p>
Baltimore City	Unable to contact persons responsible for the policy. (Handled so they believe, by the head of transportation)	

Calvert County	<p>3/07/03</p> <p>According to the Superintendents office: A memo was sent to all principal's on 2/12/03, effective until further notice No metropolitan sites No out of state trips No international trips Trips to Southern Maryland region are discouraged Athletic trips as scheduled are permitted State level music trips are permitted State level trips not just athletics and music, permitted. Policy is to be revisited in the very near future, and subject to change at anytime.</p>	
Carroll County	<p>3/19/03</p> <p>Code Yellow restrictions</p> <p>Only field trips within Carroll County and within the state are permitted. No out of state field trips permitted. Athletic events will continue as scheduled until further notice.</p>	<p>4/01/2003</p> <p>Continue to operate under Code Yellow restrictions. Out-of-state field trip prohibition is being changed.</p> <p>Field trips to Washington, DC and New York, NY prohibited. All other field trips will be decided on a case-by-case basis by the principal with consultation from the appropriate school director or Coordinator of Security.</p>

Charles County	<p>3/19/03</p> <p>No international field trips. When threat assessment is green, blue or yellow schools make the determination. When orange or red school system reviews all trips and may place restrictions.</p>	<p>4/07/03</p> <p>All field trips and activities being reviewed daily. Discretionary field trips limited to Southern Maryland.</p>
Fairfax County	<p>3/07/03 From their website by the Community relations office. In their FAQ's: How are field trips handled? The impact of any critical situation on field trips--both division-wide and at individual schools--will depend on the specifics of the situation. If the situation warrants, all field trips will be canceled. Cancellations could also include travel to academies, community programs, and other events. There may be circumstances that could require the cancellation of field trips to certain areas. All school buses are equipped with radio communications with the transportation office. If a field trip is under way and must be recalled, buses would be directed to return to the school or a designated safe area. Any such decision will be announced using the FCPS emergency messaging system. Parents are reminded that FCPS retains the right to cancel any field trip for safety reasons and is not responsible for any financial obligations parents may have.</p>	<p>No change in information</p>
Harford County	<p>See matrix provided by the school system. Notice Orange and Red specify field trip policies.</p>	<p>As of 3/31/03 Harford County Public Schools See new matrix attached and levels of orange</p>
Howard County	<p>As of 3/7/03 The latest Board meeting restated no foreign travel. Other field trips are on a day-to-day basis based on security alert levels, locations, and events. At present</p>	<p>3/31/03 School-sponsored foreign field trips cancelled</p>

	Baltimore City, Washington, DC, New York City allowed. (Public Information office)	until further notice
Montgomery County	<p>3/7/03</p> <p>There is no change in MCPS at present. All field trips foreign and domestic are up to the principal to decide after discussing the matter with their staff and community. No restrictions on cities that can be visited.</p> <p>(Office of Community superintendent, Donald Kress, spoke with Patricia Wade assistant)</p>	<p>3/19/02</p> <p>All overnights trips (with exception of MCPS outdoor education) or trips beyond 75-mile radius are suspended. 75 miles tracked from BOE headquarters to destination using MapQuest. Trips to Washington DC not suspended but principals should confer with parents, staff, students and community superintendent regarding appropriateness of visiting tourist areas before finalizing decisions.</p>

Prince George's County	As of 3/07/03 no restrictions on field trips of any kind, but subject to change if necessary. (According to the CEO's office)	3/19/03 All field trips to Washington, DC, Baltimore, Annapolis, Philadelphia, and New York are cancelled. Effective March 24-Friday April 25, 2003 all field trips are canceled. If conditions change the school system will revisit the cancellations and announce any updates.
NOTE: All information on chart was current and accurate as of 12:30pm Monday, April 7, 2003.		